State of Louisiana
ISIS Travel Training

Office of Information Services
(O I S)

Travel Administration

Revised 04/09/2012

For more information contact:

Should you have any additional system related questions about ISIS Travel, contact:

ISIS Travel Help Desk

Telephone Number: (225) 342-2677.

OR

Submit a Web Ticket: http://www.doa.louisiana.gov/ois/LaGov/Travel.htm

For more information visit the Office of Information Services website at http://www.doa.louisiana.gov/ois

This page intentionally left blank.

Travel Administration

Table of Contents

SECTION 1: INTRODUCTION...1

Signing onto ISIS Travel..4

SECTION 2: TRAVEL OVERVIEW...7

INTRODUCTION TO TRAVEL PROCESS..7
Travel Reimbursement Process..8
Processing Travel Documents in ISIS Travel....................................9
Payment Schedule..10

SECTION 3 TRAVEL PRIVILEGES...13

INTRODUCTION TO TRAVEL PRIVILEGES..13
Changing infotype 0017...14
Delimiting infotype 0017..15
Walk Through...16

SECTION 4 TRAVEL REQUEST FOR AN ADVANCE..........................23

INTRODUCTION TO TRAVEL REQUEST...23
Creating a Travel Request...24
Changing a Travel Request..24
Canceling a Travel Request...24
Walk Through...25

SECTION 5 TRAVEL EXPENSES..33

INTRODUCTION TO TRAVEL EXPENSES..33
Travel Manager...33
Weekly Entry..33
Expense Type Entry in Travel Manager...35
Walk Through...36

SECTION 6 TRAVEL ADJUSTMENT..50

INTRODUCTION TO TRAVEL ADJUSTMENTS..50
Agency steps to process an Adjustment...51

SECTION 7 TRAVEL REPORTS...52

INTRODUCTION TO TRAVEL REPORTS...52
Formatting a report in ISIS Travel...55
To Print a report using ISIS Travel:..55
To submit data to an Excel spreadsheet:..56
Variants..57
To create a variant:...57
To run a report using a variant:..57
Display Variant...58
To create a display variant:...58
To run a report using a display variant:..58

WRAP-UP **60**

FOR MORE INFORMATION CONTACT: 62

ISIS TRAVEL HELP DESK **62**

GLOSSARY FOR TRAVEL ADMINISTRATORS **66**

Section 1: Introduction

Welcome

Welcome to State of Louisiana ISIS Travel Training for Travel Administrators. Prior to beginning this course, we would like to take the opportunity to meet you. As we go around the room, please tell us:

- Your name and where you work.
- How long you have been working for the State of Louisiana?
- What is your job for the State?

To ensure that training is a positive experience for everyone, please observe the following rules during training:

- Turn off all mobile phones or set them to vibrate
- Set all pagers to vibrate
- Do not check your personal e-mail during class time
- No food or drink except in designated break areas
- No smoking except in designated areas
- Log off your PC at the end of training
- Please return from breaks and lunch on time
- Sign in
- Evaluation Form

Prerequisites:

- Basic knowledge of Travel Rules and Regulations

Course Description

This course provides Travel Administrators with the basic knowledge of how to process cash advances and payments through ISIS Travel. The participants will discuss Travel Privileges, Travel Requests, and Travel Expense actions, perform these actions, and discuss reports that are applicable to these processes.

Course Objectives:

- To learn the terminology used when referring to Travel Privileges, Travel Requests, and Travel Expenses
- To learn which Infotype is used to give an employee travel privileges
- To learn the process for creating a Travel Request or Travel Expense for another employee
- To learn how to approve or settle a Travel Request or Travel Expense
- To learn what actions to utilize in ISIS Travel when an employee is moving from one agency to another

Although you may not be responsible for revoking an employee's travel privileges, you may be involved with some other issues that may be affected by this action. Therefore, you may find this background information helpful.

Signing onto ISIS Travel

Your Instructions:

Step 1 **Locate** the number on the PC you are using for training. It should be attached to the front of your PC.

Step 2 Use the number on your PC to find the corresponding User Id on the Data Sheet (last page in the course manual). The Data Sheet will provide the information you will use in ISIS Travel for this training course.

Step 3 Connect to the Internet.

Step 4 In the field at the top of the page next to Address, type the LEO TRN Web address located on the top of your Data Sheet. Press the **Enter** key.

Step 5 Enter the following information:
Personnel Number: PXXXXXXXXX
Password: From your data sheet

Step 6 Click Log on.

Once you are back at your agency, you would access ISIS Travel at https://leo.louisiana.gov using your Personnel Number and production password.

To view a complete list of System Requirements go to the LEO Website and click on the Online Help link. A list of System Requirements should display.

The recommended Computer Monitor Setting (screen resolution) is 1280 by 768 pixels. If you choose not to use the recommended setting you will need to click on the More **tab on each screen to view additional screen functions.**

Walk Through

Your Instructions:

Step 1 **Navigate** to the State of Louisiana Online Help.

Step 2 **Select** Help.

Step 3 **Select** Travel Administrator – Travel Privileges – IT0017

Step 4 **Review** Travel Privilege Help script.

This page intentionally left blank.

Section 2: Travel Overview

Introduction to Travel Process

ISIS Travel encompasses all the processes involved in handling trips. It provides integrated functions and links these to the settlement and payment processes. Travel management covers request for advances, as well as the settlement of travel expenses and the transfer of settlement results to AFS. Due to the transfer of settlement results, ISIS Travel is reconciled with AFS.

ISIS Travel supports both decentralized and central organizations in the trip process. For the decentralized organization the travelers are responsible for entering their own travel expenses in the system. For a central organization the travel administrator would enter all requests and expenses on behalf of the travelers.

Travel Administrator – The travel administrator has the authorization to create, approve, and settle **all** requests and expenses for travelers in the personnel area for which they have maintenance authority.

Traveler – The traveler only has the authorization to enter expenses for his or her **own** personnel number.

You can view a single, complete record of the facts for a business trip in ISIS Travel. The travel request data is recorded in the system for approval or settlement purposes. ISIS Travel accounts for the travel expenses incurred by a trip and forwards them for further processing to AFS upon settlement.

Payment proposals run twice a week. All **payments** are made as an Electronic Fund Transfer (EFT). A J5 document is processed in AFS. Because J5 documents are not bound by budgetary restrictions, it is important to verify the cash requirement for each payment proposal.

The employee will receive email notification, upon a payment being made to the employee, if that employee is part of statewide email. All employees will be able to log into Louisiana Employees Online (LEO) and view details about the payment.

Travel Reimbursement Process

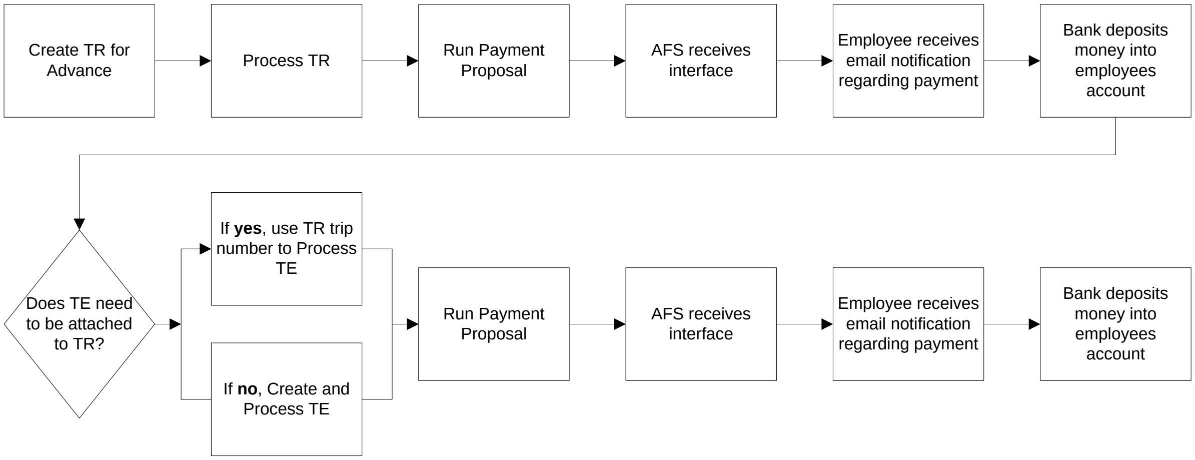
Information is entered into ISIS Travel after all the documentation required by the State Travel Office is completed, approved, submitted, and audited. The information is entered into ISIS Travel directly from the Travel Authorization (TA) GF-4 form and the Travel Expense (TE) BA-12 form.

ISIS Travel Documents

Travel Requests (TR)

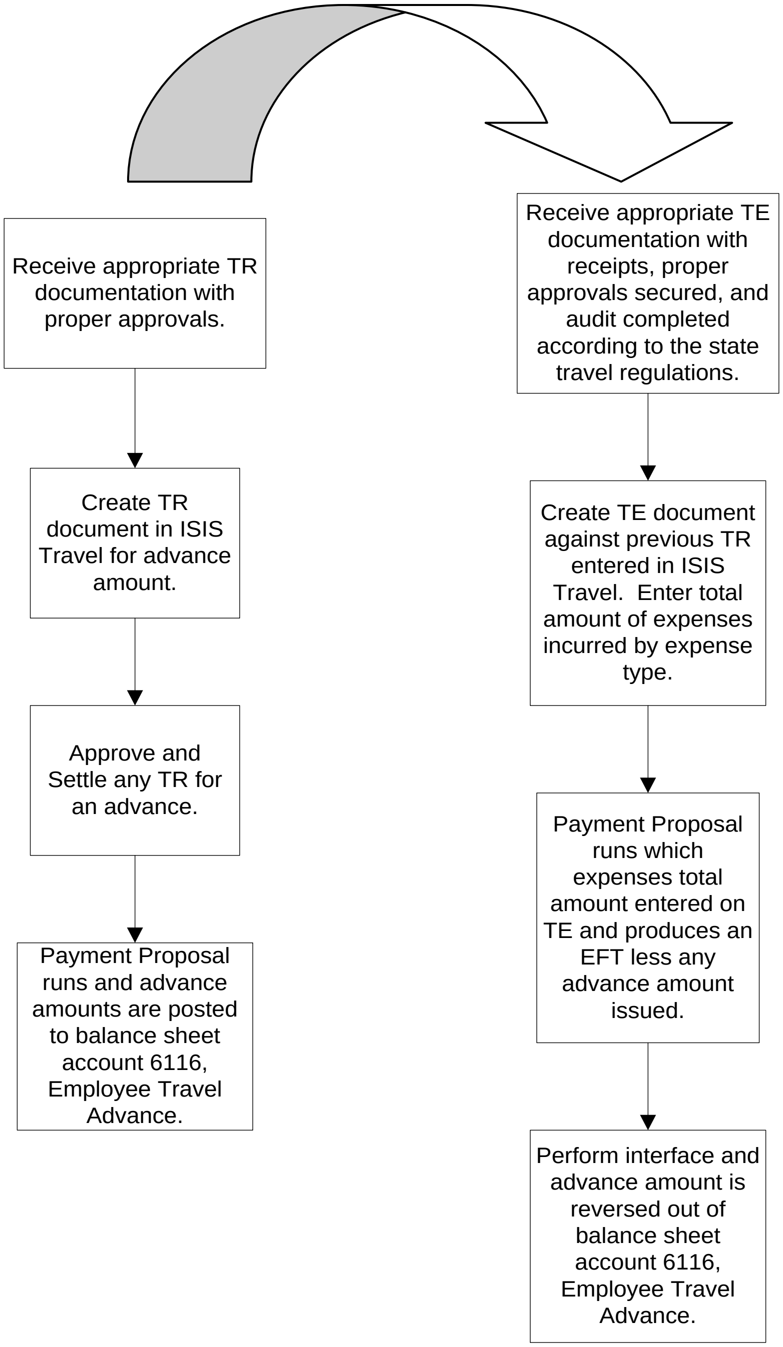
Travel Expenses (TE)

TRAVEL REIMBURSEMENT PROCESS


Create TR for Advance
Process TR
Run Payment Proposal
AFS receives interface
Employee receives email notification regarding payment
Bank deposits money into employees account
Does TE need to be attached to TR?
If **yes**, use TR trip number to Process TE
If **no**, Create and Process TE
Run Payment Proposal
AFS receives interface
Employee receives email notification regarding payment
Bank deposits money into employees account

If no advance is to be issued, start at the "Process TE" step.

Processing Travel Documents in ISIS Travel



Receive appropriate TR documentation with proper approvals.

Create TR document in ISIS Travel for advance amount.

Approve and Settle any TR for an advance.

Payment Proposal runs and advance amounts are posted to balance sheet account 6116, Employee Travel Advance.

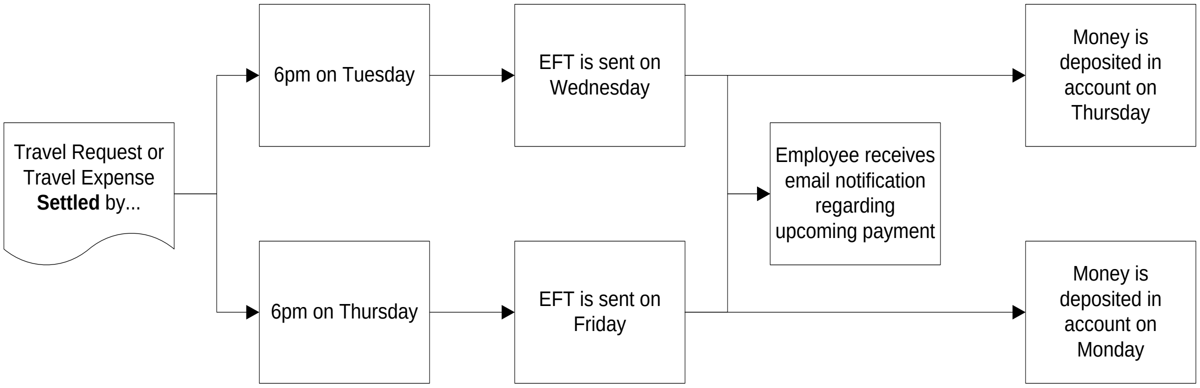
Receive appropriate TE documentation with receipts, proper approvals secured, and audit completed according to the state travel regulations.

Create TE document against previous TR entered in ISIS Travel. Enter total amount of expenses incurred by expense type.

Payment Proposal runs which expenses total amount entered on TE and produces an EFT less any advance amount issued.

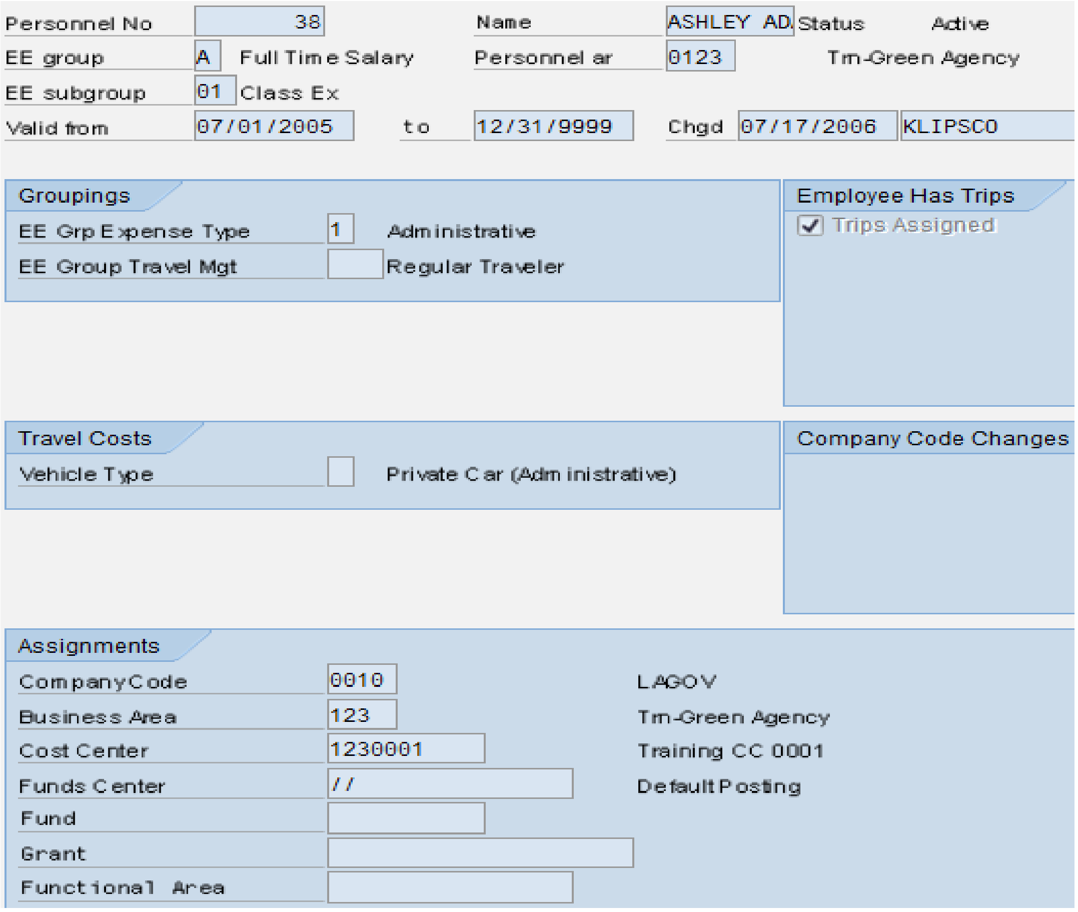
Perform interface and advance amount is reversed out of balance sheet account 6116, Employee Travel Advance.

Payment Schedule


Travel Request or Travel Expense **Settled** by...
6pm on Tuesday
EFT is sent on Wednesday
Money is deposited in account on Thursday
Employee receives email notification regarding upcoming payment
6pm on Thursday
EFT is sent on Friday
Money is deposited in account on Monday

NOTE: Travel expenses that have been approved for payment and settled by 7:00 p.m. on Tuesdays and Thursdays of each week will be deposited in the employee's account within 3 banking days of the date settled. Depending on the financial institution, an employee's funds may be available sooner than 3 banking days.

Travel Privileges Screen



Personnel No 38 Name ASHLEY AD. Status Active
EE group A Full Time Salary Personnel ar 0123 Trn-Green Agency
EE subgroup 01 Class Ex
Valid from 07/01/2005 to 12/31/9999 Chgd 07/17/2006 KLIPSCO

Groupings
EE Grp Expense Type 1 Administrative
EE Group Travel Mgt Regular Traveler

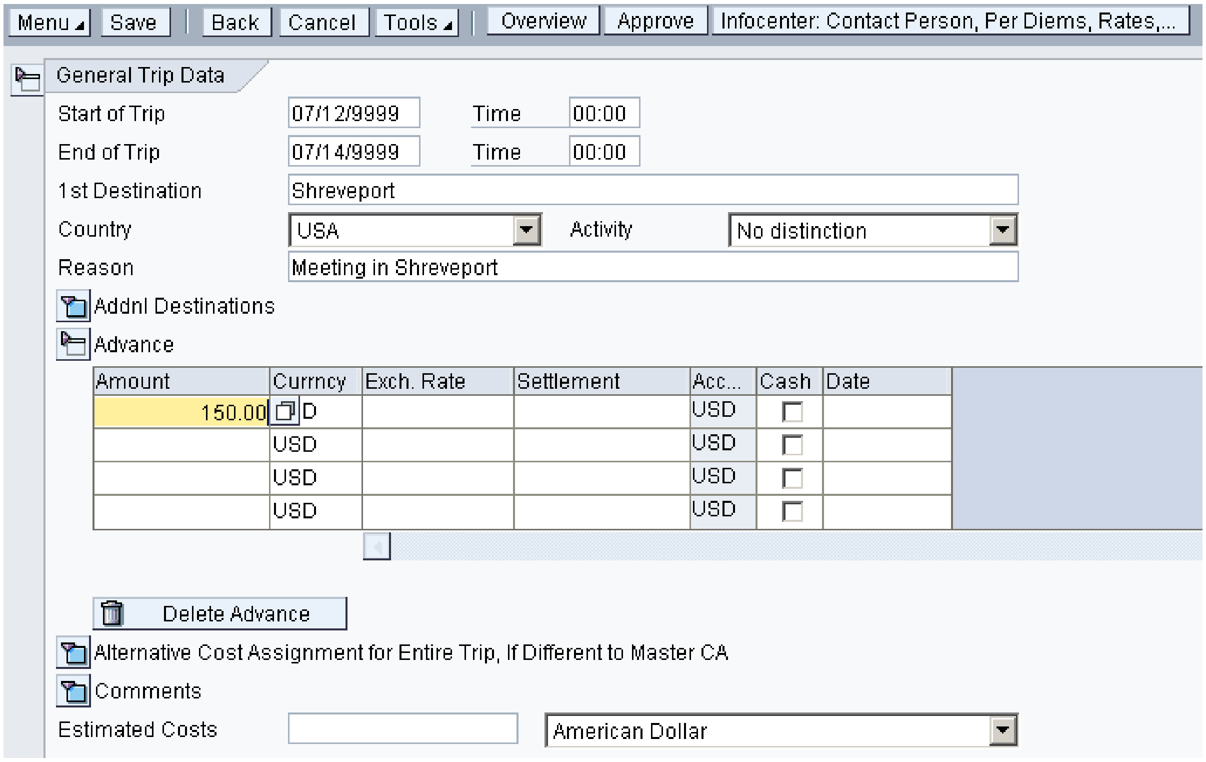
Employee Has Trips
☑ Trips Assigned

Travel Costs
Vehicle Type Private Car (Administrative)

Company Code Changes

Assignments
CompanyCode 0010 LAGOV
Business Area 123 Trn-Green Agency
Cost Center 1230001 Training CC 0001
Funds Center // Default Posting
Fund
Grant
Functional Area

Travel Request Screen

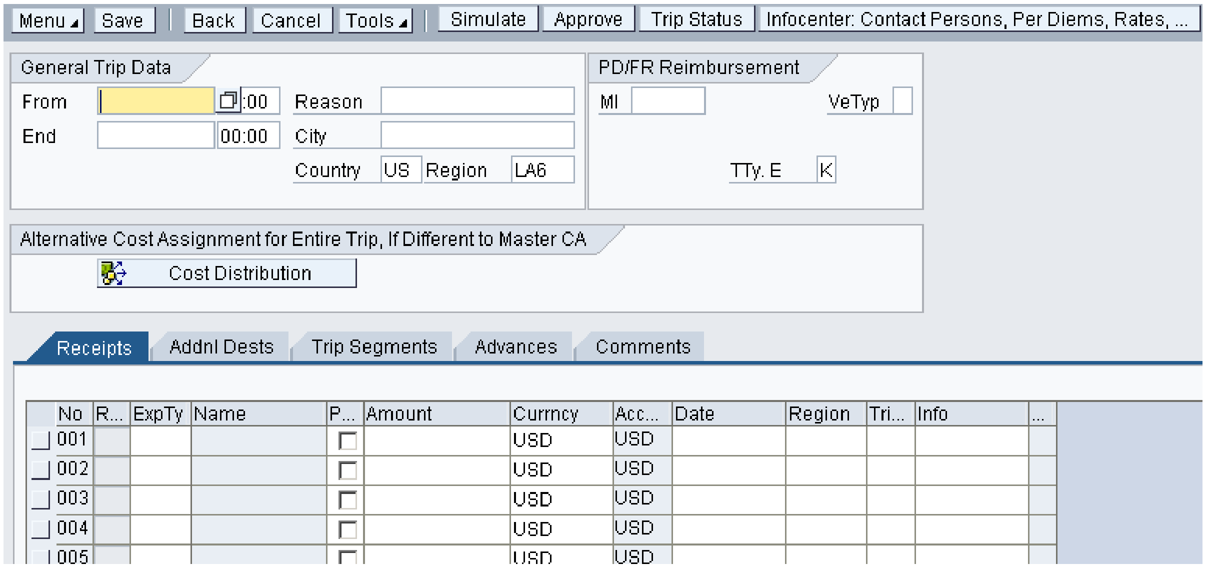

Menu
Save
Back
Cancel
Tools
Overview
Approve
Infocenter: Contact Person, Per Diems, Rates,...
General Trip Data
Addnl Destinations
Advance
Delete Advance
Alternative Cost Assignment for Entire Trip, If Different to Master CA
Comments

Start of Trip 07/12/9999 Time 00:00
End of Trip 07/14/9999 Time 00:00
1st Destination Shreveport
Country USA Activity No distinction
Reason Meeting in Shreveport

Amount	Currncy	Exch. Rate	Settlement	Acc...	Cash	Date
150.00	D			USD	☐	
	USD			USD	☐	
	USD			USD	☐	
	USD			USD	☐	

Estimated Costs American Dollar

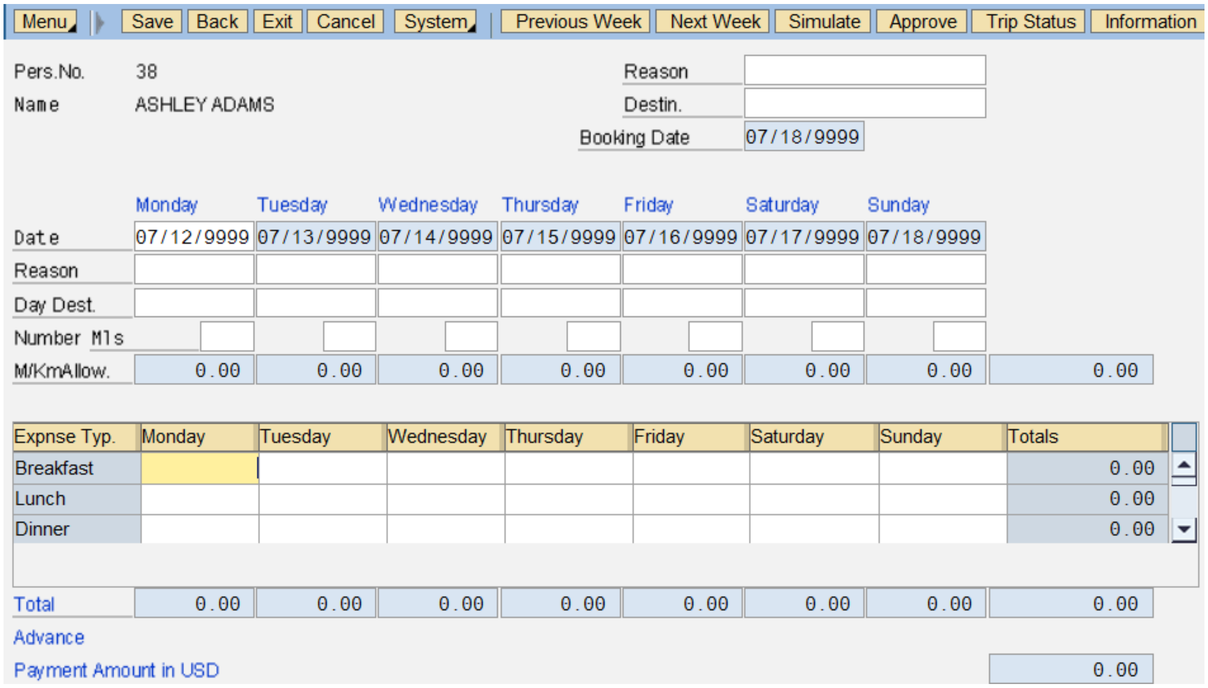
Travel Expense Screen


Menu
Save
Back
Cancel
Tools
Simulate
Approve
Trip Status
Infocenter: Contact Persons, Per Diems, Rates, ...
General Trip Data
PD/FR Reimbursement
Alternative Cost Assignment for Entire Trip, If Different to Master CA
Cost Distribution
Receipts
Addnl Dests
Trip Segments
Advances
Comments

From :00 Reason
End 00:00 City
Country US Region LA6
MI VeTyp
TTy. E K

No	R...	ExpTy	Name	P...	Amount	Currncy	Acc...	Date	Region	Tri...	Info	...
001				☐		USD	USD					
002				☐		USD	USD					
003				☐		USD	USD					
004				☐		USD	USD					
005				☐		USD	USD					

Weekly Entry Screen


Menu
Save
Back
Exit
Cancel
System
Previous Week
Next Week
Simulate
Approve
Trip Status
Information

Pers.No. 38
Name ASHLEY ADAMS
Reason
Destin.
Booking Date 07/18/9999

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Date	07/12/9999	07/13/9999	07/14/9999	07/15/9999	07/16/9999	07/17/9999	07/18/9999	
Reason								
Day Dest.								
Number Mls								
M/KmAllow.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Expnse Typ.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
Breakfast								0.00
Lunch								0.00
Dinner								0.00

Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advance								
Payment Amount in USD								0.00

Section 3 Travel Privileges

Introduction to Travel Privileges

The control parameters for travel expenses are stored per employee in the Travel Privileges (0017) infotype.

Key terms utilized while processing travel privilege actions are “travel privileges”, “infotype”, “delimit”, “losing agency”, and “gaining agency”.

- Travel privileges – The travel privileges control expense types, that can be entered by employee and objects that will be charged for an employee. Travel privileges also define the cost data.
- Infotype – Contains system controlling characteristics, such as attributes, time connections, and so on. The data is not stored according to fields in the HR database, but is grouped according to local viewpoints.
- Delimit - A process to shorten the valid period of an infotype record by replacing its end date with an earlier date.
- Losing agency – Personnel area (four-digits) that employee is leaving.
- Gaining agency – Personnel area (four-digits) where employee will now be employed.

During this course, we will discuss the following **travel privilege** actions:

- Create **travel privileges infotype** for an employee
- Display the data in the **travel privileges infotype**
- Assign cost assignment data in the **travel privileges infotype**
- Delimit an employee’s **travel privileges** upon being transferred to another agency or upon termination

The **travel privileges** control, among other things, the reimbursement amounts that the settlement program uses and the kinds of receipts that can be entered for an employee.

You will need to create an infotype 0017 for yourself before you can enter a travel request or travel expense for a traveler.

Each employee must have at least the following **infotypes** before going on a business trip:

- Organizational Assignment (0001)
- Personal Data (0002)
- Address (0006)
- Travel Privileges (0017)

Your Human Resources section is responsible for setting up the Organizational Assignment, Personal Data, and Address. You will need to get a traveler's personnel number from your Employee Administrator before you can create travel privileges. **Creating Travel Privileges** is the responsibility of the Travel Administrator.

In order to receive notification of their travel payment by email, the employee must have an email address on infotype 0105, subtype 0010 or subtype MAIL. The Employee Administrator is responsible for setting up the infotype 0105, subtype MAIL. The employee is responsible for setting up the infotype 0105, subtype 0010 using LEO.

There are three **EE Group Travel Mgt** roles in ISIS Travel you can choose from when setting up travel privileges for an employee.

- Regular Traveler: Requires approval before taking a trip.
- Regular Traveler (Actuals): Requires approval before taking a trip, but is not bound by travel limits.
- Routine Traveler: Able to travel without prior approval due to travel being required in SF-3 Position Description.

Once a Travel Administrator creates a new **infotype** 0017, a travel request or travel expense can be entered for that employee. A vendor number will be assigned to the employee during the nightly batch run. Without a vendor number the employee can not be paid.

After completing the creation or modification of IT17, the Travel Authorization Report should be run to check your work.

Changing infotype 0017 should only be done if it was initially set up with the wrong cost assignment. To correct the cost assignment, process a change for that employee. You would delimit an employee's **travel privileges** and create a new infotype 0017 for any other reason. Otherwise, historical data will be lost.

Delimiting infotype 0017 is necessary if an employee is transferring to another agency. The **losing** agency will delimit infotype 0017 upon the employee transferring to another agency, if the employee is not required to travel in their new position. Otherwise, the **gaining** agency will perform their portion of the transfer process by creating a new infotype 0017 for the employee with a valid from date matching the date of transfer. The infotype 0017 created by the **losing** agency will automatically be delimited.

If an employee submits travel expenses incurred while still employed by the **losing** agency, the **gaining** agency, not the losing agency, will process expenses. Using the actual start and end date of the trip, ISIS Travel will charge expenses to the cost assignment on infotype 0017 for the losing agency.

An employee's travel privileges, infotype 0017, will be automatically delimited 30 days after date of termination. However, if the employee submits travel expenses after the 30 days, and before a trip can be entered, an infotype 0017 will have to be activated by the gaining agency.

ⓘ

If you are the **gaining** agency and receive an error message while trying to inquire on an employee's **infotype** 0017, change the Search Period From date to the current date.

When in doubt of what action to use on infotype 0017, always delimit.

If an employee does not set up an Infotype 0009, the EFT will be deposited into the same account as their payroll check. They DO NOT need to add the same bank account twice.

ISIS Travel issues an EFT, not a check to the employee. If an employee is paid by check in HR payroll, the employee or Employee Administrator, not the Travel Administrator will need to set up a bank account on Infotype 0009 before a travel payment can be issued.

If the employee would like their travel reimbursement deposited to another account other than their payroll account, the employee will need to set up a bank account on Infotype 0009, subtype 2 (Travel Expenses).

Walk Through

Walk Through #1 – Display Employee's Travel Privileges

You have been informed that a new employee or an existing employee started traveling routinely at the beginning of the fiscal year. You need to verify if this employee already has travel privileges.

Display Infotype 0017

Walk Through

Inquire on Travel Privileges

From the Travel Admin Tab.

Step 1 **Click** Travel Privileges tab. The **Maintain HR Data** Screen will be displayed.

Step 2 **Enter** Personnel Number in the *Personnel No* field (Personnel Number of Employee).

Step 3 **Enter** 0017 in the *Infotype* field and then **click** Display.

If employee has travel privileges, infotype 0017 should display.

If employee has no travel privileges, message 'No data stored for Travel Privileges in selected period.' displays.

If employee had travel privileges at one time, message 'No data stored for Travel Privileges in the selected period.' displays. You may need to populate the Period From date and click Display again.

Walk Through #2 – New Employee

You have been informed that a new employee or an existing employee started traveling routinely at the beginning of the fiscal year. You need to set up travel privileges for the employee by creating an infotype 0017 (IT0017).

1. What effective date should be used for the Valid From and To dates in IT0017?

2. What type of traveler would you choose in the EE Group Travel Mgt field for the above employee?

3. What are the cost assignments for this employee?

Create Infotype 0017

Walk Through

Add an Infotype 0017

From the Travel Admin Tab.

Step 1 **Click** Travel Privileges tab. The **Maintain HR Data** Screen will be displayed.

Step 2 **Enter** Personnel Number in the *Personnel No* field (Personnel Number of Employee).

Step 3 **Enter** 0017 in the *Infotype* field and then **click** [Create]. Travel Privileges screen should be displayed.

Step 4 **Enter** Valid From date (mm/dd/ccyy). The Valid From date automatically defaults to the current date. To change the Valid From date either **click** ⧉ to display calendar, or **overtype** Valid From date. You may need to hit insert key on keyboard to perform this function.

Step 5 **Enter** Valid To date (mm/dd/ccyy). Valid To date will automatically default to 12/31/9999.

Step 6 **Click** ⧉ in the *EE Group Expense Type* field. A list of expense types display. This field automatically defaults to 1 = Administrative. To change the expense type, view list and double-click on type selected. **This field helps determine which object a trip is charged to.**

Step 7 **Click** ⧉ in the *EE Group Travel Mgt* field. A list of travelers should display. **Double-click** on '02 Routine Traveler'. This field automatically defaults to Regular Traveler.

Step 8 **Click** ⧉ in the *Vehicle Type* field. A list of vehicle types should display. This field automatically defaults to Private Car (Administrative). Mileage **may be charged** to different objects if the *Ve Type* is not accurate.

Step 9 **Enter** 0010 in the *Company Code* field. The State of Louisiana uses Company Code **0010**.

Step 10	**Enter** 123 in the *Business Area* field.
Step 11	**Enter** 1230001 in the *Cost Center* field. The cost center is comprised of your three-digit agency number and four-digit organization in AFS.
Step 12	**Enter** Funds Center. This field automatically defaults to // when you hit enter or save trip.
Step 13	**Enter** Fund. This field is comprised of your three digit agency number and four digit report category in AFS.
Step 14	**Click** Save. Message 'Record Created' displays. Employee now has travel privileges.

Be careful when selecting the EE Group Expense Type role for an employee. This field along with the Trip Region, Trip Enterprise Specific (TTy.E), and Trip Expense Type determine to which object the trip is charged.

You have been informed that an employee whose travel privileges were canceled will be required to travel starting in two weeks. How would you re-instate travel privileges?

Did you say 'Create a new infotype 0017'? If you did, you are correct. Unless correcting an invalid cost assignment, **Infotype 0017 should never be changed or deleted to ensure that historical records are saved in the system.**

Walk Through #3 – Change Infotype 0017

You have been informed that an employee's infotype 0017 was set up with the wrong cost assignment. You need to correct the cost assignment to ensure the correct account is being charged.

1. Does this employee already have trips in ISIS Travel with the incorrect cost assignment?
2. What is the correct cost assignment for this employee?

Change Infotype 0017

Walk Through

Change Cost Assignment

From the Travel Admin Tab.

Step 1	**Click** Travel Privileges tab. The Maintain HR Data Screen will be displayed.
Step 2	**Enter** Personnel Number in the *Personnel No* field (Personnel Number of Employee).
Step 3	**Enter** 0017 in the *Infotype* field and then **click** Change Travel Privileges screen should be displayed.
Step 4	Overtype 1230001 with 1231001 in the *Cost Center* field.
Step 5	**Click** Save. Message 'Record Changed' displays. Employee's travel privileges have been updated.

If an employee has trips that were charged to the wrong cost assignment, you should correct the cost assignment on their infotype 0017 and then open, save, and re-settle each trip. By correcting the cost assignment on their infotype 0017 first, the cost assignment of each trip will automatically be corrected upon being saved and settled. After re-settling the trip, the cost assignment in AFS will be updated without a duplicate payment being issued to the employee.

Walk Through #4 – Delimit Infotype 0017

You have been informed that an employee will be transferring to another agency to a non-traveling position effective the last day of this fiscal year. You need to delimit infotype 0017.

1. Will the employee continue to travel until the effective date of his transfer?

2. Has the employee turned in all travel receipts?

Delimit Infotype 0017

Walk Through

Delimit infotype 0017

From the Travel Admin Tab.

Step 1 **Click** Travel Privileges tab. The Maintain HR Data Screen will be displayed.

Step 2 **Enter** Personnel Number in the *Personnel No* field (Personnel Number of Employee).

Step 3 **Enter** current date (mm/dd/ccyy) in the *Period From* date field.

Step 4 **Enter** 0017 in the *Infotype* field.

Step 5 **Click** Delimit.

Step 6 **Click** ✓ on information pop-ups regarding end date.

Step 7 Select record to be delimited by **Clicking** ☐ to highlight row.

Step 8 **Click** Delimit. Message ‘Record Delimited’ displays.

Exercise 1

Add an infotype 0017 for the new State Employee your agency hired.

Actions	
Personnel Number	*See data sheet*
Valid From	*See data sheet*

Groupings	
EE Group Expense	Administrative
EE Group Travel Mgt	Routine Traveler

Travel Costs	
Vehicle Type	Private Car (Administrative)

Assignments	
Company Code	0010
Business Area	123
Cost Center	1237001

Exercise 1.1

You mistakenly entered the wrong cost center when adding infotype 0017 for the State Employee in Exercise 1. Change cost center on infotype 0017.

Actions	
Personnel Number	*See data sheet*

Assignments	
Cost Center	1238001

Exercise 1.2

Delimit the infotype 0017 you just added for the new State Employee.

Actions	
Personnel Number	*See data sheet*

REVIEW

- Use IT17 to setup travel privileges for an employee.
- The losing agency is required to delimit the IT17 for an employee that is transferring to another agency, if the employee is not going to travel in the 'gaining agency'.
- After completing the creation or modification of IT17, the Travel Authorization Report should be run to check your work.
- EE Group Expense, Trip Region, Trip Enterprise Specific (TTy.E) and Trip Expense Type determines which object a trip is charged to.

Section 4 Travel Request for an Advance

Introduction to Travel Request

In Single Trip Entry the Travel Administrator has a complete overview of all the employee's trips (travel request and travel expense reports).

Travel request is used to issue an advance to an employee who expresses the intention of undertaking a business trip in the future. Travel requests are entered by the Travel Administrator. An advance for travel can **only** be issued by creating a Travel Request in Single Trip Entry.

Key terms utilized while processing travel request actions are "advance", "save", "approve", and "settle".

- Single Trip Entry – Screen where all requests for advances are entered, saved, and approved. Lists all travel requests and travel expenses for an employee.
- Travel Manager – Lists all travel requests and travel expenses for an employee. This screen is to approve and settle all travel requests and enter, save, approve, and settle all travel expenses.
- Advance – Money given to pre-pay costs for a business trip prior to the actual trip being taken. If the entire advance is not used in a trip, than money will be deducted from future business trip expenses or recouped upon receipt of a check from the employee.
- Save – This function is used to save data in the database. Before saving the data, ISIS Travel performs consistency checks. If an error occurs, the data is not saved, but displayed for correction.
- Approve – This function is used to show that a business trip has been audited and approved. The approval of all business trips should take place centrally.
- Settle – A procedure in which payment request data is generated and sent to AFS for payment in the payment proposal. A business trip must be settled in Travel Manager before a payment can be issued.
- Outstanding Cash Advance – Advanced amount employee owes the State of Louisiana.

Creating a Travel Request can only be done from Single Trip Entry and should **ALWAYS** be for the **actual** dates of travel. A payment will not issue to the employee if you enter an advance using a past date or current date.

Use the Alternative Cost Assignment for Entire Trip, If Different to Master CA tab to determine the cost distribution of the travel request.

If after **saving** a travel request, you notice the advance amount is incorrect, you must add another advance amount to adjust the amount being paid to the employee. The button only works if you have not saved the travel request.

Delete Advance

A Travel Request can be **approved** either in **Single Trip Entry** or **Travel Manager**.

Once a travel request has been **settled** in **Travel Manager**, an **advance** will be issued to the employee in the next payment proposal. Payment proposals are scheduled for Tuesday and Thursday nights. NOTE: There is a possibility that money could be deposited in accounts later than Thursdays or Mondays.

CAUTION

Verify what your agency procedures are before you “save”, “approve”, and “settle” a business trip. Even though ISIS Travel will allow a Travel Administrator to perform all three functions, your agency may have segregation of duty procedures you need to follow.

Changing a Travel Request can only be done from Single Trip Entry.

Once a travel request for an advance has been paid, status of trip will be ‘Transferred to FI’. If the employee needs additional money for the business trip, you will need to modify the travel request in Single Trip Entry.

ⓘ

If an employee has an outstanding cash advance and has requested an advance for a trip. ISIS Travel will **reduce** the payment to the employee in the amount of the outstanding advance. ISIS Travel will not issue a payment to the employee until the outstanding cash advance has been recouped.

Canceling a Travel Request is done from Travel Manager, not Single Trip Entry. If a business trip is cancelled after an advance, the Travel Administrator will ‘cancel’ the trip, the agency will recoup the money and, the Office of State Uniform Payroll will need to process an **adjustment.**

Walk Through

Walk Through #1 – Create Travel Request for an advance

You have been informed that an employee will be traveling to Shreveport for a meeting and will need a cash advance. Create a travel request for that employee.

1. Do I have the personnel number for the employee requesting the advance?

2. Does the employee requesting the advance have travel privileges?

If you do not press enter before saving the travel request, the advance amount will not display in the simulation or results report in Travel Manager.

If entering a End of Trip date equal to Start of Trip date a end time is needed. By pressing enter after the Start of Trip date, the End of Trip date will default to the Start of Trip date and a second will automatically default in the End of Trip time.

You can add comments to the travel request by clicking on the Comments tab.

Single Travel Request for an Advance

Walk Through

Add a Single Travel Request for an Advance.

From the Travel Admin Tab.

Step 1 **Click** Single Trip Entry tab. The Single Trip Entry Screen will be displayed.

Step 2 **Click** Change Personnel Number.

Step 3 **Enter** Personnel Number in the *Personnel No* field (Personnel Number of Employee), and **Press** Enter or **Click** ✓.

Step 4 **Click** on ‘Create Travel Request’.

Step 5 **Enter** Date in the *Start of Trip* date field (date employee's travel begins).

Step 6 **Enter** Date in the *End of Trip* date field (date employee's travel ends). **Press** enter.

Step 7 Enter 'Shreveport' in the *1st Destination* field.

Step 8 Enter 'USA' in *Country* field (destination is within the USA).

Step 9 Enter 'Meeting in Shreveport' in the *Reason* field (reason for trip).

Step 10 **Click** on Advance Tab.

Step 11 **Enter** 450.00 in *Amount* field (amount of this cash advance). **Press Enter**.

Step 12 **Click** Save to save travel request. Message 'The travel request has been saved' displays. Be sure to **write down the trip number** assigned to the travel request.

Step 13 Click Overview to view summary of travel request.

Step 14 **Click** Back to return to travel request.

Step 15 **Click** Approve to approve travel request if agency procedures allow the same Travel Administrator to add and approve a travel request. Message 'Travel request 000000xx has been approved' displays.

Step 16 **Click** Travel Manager tab. The Travel Manager Screen will be displayed.

Step 17 **Enter** Personnel Number in the *Personnel No* field (Personnel Number of Employee), and **press** Enter. List of trips for the employee should display.

Step 18 Highlight Trip to be settled by **clicking** on the blank box next to the status button ☐, and then **Click** Settle.

Step 19 Settlement Period pop-up box should display. **Click** ✓. Do not change settlement period. A payment to the employee will be issued in the next payment proposal.

Danger!

When settling a trip, it is very important that you **DO NOT** change the settlement period. The settlement period is comprised of B1, Payroll Period, and Fiscal Year. Changing this will cause a delay or stop of payment.

Walk Through #2 – Create Travel Request for an Advance

You have been informed that an employee will be traveling to Montgomery, Alabama for a meeting and will need a cash advance. Create a travel request for that employee.

1. Has the employee's request for an advance received all the necessary approvals?

Single Travel Request for an Advance

Walk Through

Add an Out of State Travel Request for an Advance

From the Travel Admin Tab.

Step 1 **Click** Single Trip Entry tab. The Single Trip Entry Screen will be displayed.

Step 2 **Click** Change Personnel Number.

Step 3 **Enter** Personnel Number in the *Personnel No* field (Personnel Number of Employee), and **Press** Enter or **Click** ✓.

Step 4 **Click** 'Create Travel Request'.

Step 5 **Enter** Date in the *Start of Trip* date field (date employee's travel begins).

Step 6 **Enter** Date in the *End of Trip* date field (date employee's travel ends). **Press** enter.

Step 7 Enter 'Alabama' in the *1st Destination* field.

Step 8 Enter 'USA' in *Country* field (destination is within the USA).

Step 9 Enter 'Meeting in Montgomery, Ala.' in the *Reason* field (reason for trip).

Step 10 **Click** Advance Tab.

Step 11 **Enter** 600.00 in *Amount* field (amount of this cash advance). **Press** enter.

Step 12 **Click** Save to save travel request. Message 'The travel request has been saved' displays. Be sure to **write down the trip number** assigned to the travel request.

Step 13	**Click** Approve to approve travel request if agency procedures allow the same Travel Administrator to add and approve a travel request. Message 'Travel request 000000xx has been approved' displays.
Step 14	**Click** Travel Manager tab. The Travel Manager Screen will be displayed.
Step 15	**Enter** Personnel Number in the *Personnel No* (Personnel Number of Employee), and **press** Enter. List of trips for the employee should display.
Step 16	Highlight Trip to be settled by **clicking** on the blank box next to the status button ☐, and then **Click** Settle.
Step 17	Settlement Period pop-up should display. **Click** ✓. Do not change settlement period. A payment to the employee will be issued in the next payment proposal.

Walk Through #3 – Change a Travel Request for an Advance

Change the Travel Request Record entered in TR Walk Through #1. Increase advance by $45.00. The total advance to employee would go from $450.00 to $495.00. Travel Requests can only be modified in Single Trip Entry.

1. What is the trip number for the travel request that needs to be modified?

Change Travel Request

Walk Through

Change a Travel Request Record

From the Travel Admin Tab.

Step 1	**Click** Single Trip Entry tab. The Single Trip Entry Screen will be displayed.
Step 2	Click Change Personnel Number.
Step 3	**Enter** Personnel Number in the *Personnel No* field (Personnel Number of Employee), and **Press** Enter or **Click** ✓.

Step 4	Review list of Travel Requests. Select Trip to be modified and **Click** 'Edit Travel Request' (trip saved but not approved) or 'Change Approved Travel Request' (trip approved but not settled) in the Subsequent Activities column. The Travel Request selected should display.
Step 5	**Click** Advance tab.
Step 6	**Enter** 45.00 in the next available *Amount* field (amount advance will be increased or deceased by). **Press** Enter.
Step 7	**Click** Save. Message 'The travel request has been saved' displays at bottom of screen. The trip will need to be **Approved and Settled** before being picked up for payment in the payment proposal.

Travel requests need to be cancelled if the trip is cancelled or the employee cannot make the trip. **You can only cancel a travel request in Travel Manager.** Once you cancel the trip and receive a refund check from the employee, an **adjustment** will need to be processed to clear the outstanding cash advance.

Exercise

Exercise 1

You just received a request for an advance from an employee for a business trip to Hammond, La. The employee needs $250.00 to pay for registration fees associated with attending the National Travel Administrator’s Conference to be held August 1. You will need to Approve and Settle the trip.

Actions	
Personnel Number	*See data sheet*
Start of Trip	*See data sheet for date*
End of Trip	*See data sheet for date*
End Time	00:01
1st Destination	Hammond, LA.
Country	USA
Reason	National Travel Administrator’s Conference

Advance	
Amount	250.00

Exercise 2

You just received a request from the employee in exercise 1 to increase the advance by $75.00. Process a change to this trip. You will need to Approve and Settle the trip.

Actions	
Personnel Number	*See data sheet*

Advance	
Amount	75.00

Exercise 3

You just received a request for an advance from an employee for a business trip to Washington, DC. The employee needs $1,560.00 to pay for airfare and hotel expenses to attend and participate in the annual Louisiana Alive, to showcase Louisiana Oysters at the State’s Commodity showcase and attend Congressional Meetings.

You may need to choose the time drop-down menu when entering end time. Click 🕒 to choose am or pm buttons.

Actions	
Personnel Number	*See data sheet*
Start of Trip and Time	*See data sheet for date* at 6:00am
End of Trip and Time	*See data sheet for date* at 9:00 pm
1st Destination	Washington, DC
Country	USA
Reason	Annual LA. Alive

Advance	
Amount	1560.00

REVIEW

- Use Single Trip Entry to create a travel request for an advance.
- Use Single Trip Entry to save and approve travel request for an advance. Use Travel Manager to approve or settle travel request for an advance.
- Use Single Trip Entry to modify travel request for an advance.
- Always enter a Travel Request for a future date.
- If an employee has an outstanding balance from a cash advance, future payments will be reduced until the full amount owed the State has been recouped.

This page intentionally left blank.

Section 5 Travel Expenses

Introduction to Travel Expenses

Travel Manager - the Travel Administrator has a complete overview of all the employee's trips (travel request and travel expense reports). Travel Manager is directed at Regular Travelers or Routine Travelers taking a non-routine trip. Travel Manager allows Travel Administrators to enter trips for travelers assigned to them. Trips entered in Travel Manager do not display in the Weekly Entry list of trips. In Travel manager you can approve and settle all travel requests and enter, save, approve, and settle all travel expenses.

Weekly Entry - the Travel Administrator has a complete overview of all the employee's routine trips. Weekly reports always cover a time period of seven days. The system presents weekly reports as week-by-week calendars. The weekly report was designed for entering individual receipts. Trips entered in Weekly Entry do not display in the Travel Manager list of trips. Because of this, you can not attach expenses to an advance using Weekly Entry. All routine trips can be saved, approved, and settle from this screen.

Key terms utilized while processing travel expense actions are "advance", "save", "approve", and "settle".

- Advance – Money given to pre-pay costs for a business trip prior to the actual trip being taken. If the entire advance is not used in a trip, than money will be deducted from future business trip expenses or recouped upon receipt of a check from the employee.
- Save – This function is used to save data in the database. Before saving the data, ISIS Travel performs consistency checks. If an error occurs, the data is not saved, but displayed for correction.
- Approve – This function is used to show that a business trip has been audited and approved. The approval of all business trips should take place centrally.
- Settle – A procedure in which payment request data is generated and sent to AFS for payment in the payment proposal. A business trip must be settled in Travel Manager or Weekly Entry before a payment can be issued.

When entering an expense which includes ***Special Meals*** through Travel Manager or Weekly Entry, include the Business Purpose and list of participants in the Editor tab of the Additional Information pop-up window. Payments for **single day travel meals** must be paid and reported through ISIS HR using wage type 0105 TxblCash Meals.

Be careful when selecting the *Region* field and Trip Type Enterprise (*TTy.E*) field in the trip. These fields help determine which object the trip is charged to.

ISIS Travel automatically recoups any outstanding balances from a cash advance from future advances and payments being made to the employee. Until the outstanding balance has been fully recouped, a payment **will not** be issued to the employee.

Each business trip, whether created using Travel Manager or Weekly Entry, needs to be **approved** and **settled** before a payment will issue.

If a J5 document rejects in AFS due to the Federal Aid or structure errors, correct error in AFS and process rejected J5 document to 'PEND3' status on SUSF. The Office of State Uniform Payroll (OSUP) will bring the J5 document to 'ACCPT' status. The **only time** a payment would be corrected and resubmitted through ISIS Travel is due to error in cost assignments.

Verify what your agency procedures are before you "save", "approve", and "settle" a business trip. Even though ISIS Travel will allow a Travel Administrator to perform all three functions, your agency may have segregation of duty procedures you need to follow.

How would you enter the following scenario in ISIS Travel? A routine traveler travels to New Orleans for a meeting Monday morning in the normal course of his or her job duties and then flies out to a conference in Dallas, Texas that afternoon.

Did you say two trips? If you did, you are correct. You would enter the routine travel in Weekly Entry and the conference trip in Travel Manager. Trip dates can overlap when using Weekly Entry and Travel Manager, since they do not share the same trip list.

Expense Type Entry in Travel Manager

Expense types are four digits numbers, the first two digits are tied to the EE GRP Expense Type on infotype 0017 and the last two digits are assigned to specific expense types. :

A list of all EE GRP Expense Types on infotype 0017 are:

Type of Traveler	First Two Digits
Administrative	10
Field Traveler	20
Board Member	30
Other Charges	40
Auxiliary	50

A list of all expense types and their last two-digits is below:

Last two-digits of Expense Type	Expense Type Description
00	Airfare (Commercial)
01	Airfare (Non-Commercial)
02	Airfare (Pre-Paid)
03	Airfare (State Plane)
04	Breakfast
05	Lunch
06	Dinner
07	Fax
08	Ground Transportation
09	Internet Charges
10	Laundry
11	Room Rate (Conference)
12	Room Tax (Conference)
13	Room Rate (Non-Conference)
14	Room Tax (Non-Conference)
15	Room Rate/Tax (Pre-Paid)
16	Car Rental
17	Miscellaneous
18	Miscellaneous (Pre-Paid)
19	Parking/Tolls/Valet
20	Registration Fees
21	Registration Fees (Pre-Paid)
22	Special Meals
23	Telephone (Personal Business)
24	Telephone (State Business)
25	Tips
26	Train/Bus
28	Car Rental (Pre Paid)
29	Fuel (Pre Paid)
30	Fuel

Walk Through

Walk Through #1 – Add a Travel Expense to an Advance

An employee turned in receipts for a trip he just completed to Shreveport. The employee had previously received an advance for this trip. Attach receipts to the trip previously entered into ISIS Travel.

1. Do I have the personnel number for the employee turning in travel receipts?

2. What is the trip number?

Travel Expense with an Advance

Walk Through

Add a Travel Expense with an Advance

From the Travel Admin Tab.

Step 1 **Click** on Travel Manager tab. The Travel Manager Screen will be displayed.

Step 2 **Enter** Personnel Number in the *Personnel No* field (Personnel Number of Employee), and **press** Enter.

Step 3 Highlight Trip to be modified by **clicking** on the blank box next to the status button ☐, and then **Click** Change.

Step 4 Message 'Choose a Trip Schema' displays. **Click** ✓ if travel expense is for a domestic trip, or **click** ▼ if travel expense is for an international trip. Once the drop-down menu displays, **click** 'International Trip', and then **click** ✓.

Step 5 If changing a trip that has been paid, message '? Changes in Posting Past Trigger Adjustment Postings Do you really want to change the trip data' displays. **Click** Yes to continue.

Step 6 **Enter** 00:01 in the *End Time* field and **Press** enter. An End Time is needed for ISIS Travel to distinguish between dates.

Step 7 **Click** ❐ in *Region* field. A drop-down menu of regions will display. **Double-Click** on Region LA5 Shreveport. Region field populates with LA5. **PRESS** Enter.

Step 8 **Enter** 366 in the *MI* field (total mileage of trip).

Step 9 **Click** ❐ in *VeType* field. A drop-down menu of vehicle types will display. This is where you would enter the vehicle type taken on the business trip. This field automatically defaults to the vehicle type on the traveler's infotype 17. Mileage **may be charged** to different objects if the *Ve Type* is not accurate. Leave *VeType* blank for "Administrative".

Step 10 **Click** ❐ in *TTy.E* field. A drop-down menu of trip type enterprise values display. **Double-Click** G Meetings. This field automatically defaults to a 'K' which represents 'All Other Travel'. This field in conjunction with the Region and Expense Type help determine which object the trip will be charged to. **Press** enter.

Step 11 **Click** ❐ in *Expense Type* field for row 001 in *Receipts* tab. A drop-down menu of expense types will display. **Double-Click** on Expense Type 1013 Room Rate (Non-Conference). Expense Type field populates with 1013.

Step 12 **Enter** 164.50 in *Amount* field (total amount of lodging). **Press** Enter if region is the same as the General Trip Data Region.

Step 13 Additional receipt information pop-up window displays. **Enter** additional information or comments in *Editor* tab if needed, and then **press** Enter or **click** ✓.

Step 14 Repeat Steps 11 - 13 for the remaining two expense types, which are 21.00 for Dinner and 2.00 for Tips. Don't forget to **Press** enter after entering each receipt.

Step 15 **Click** Advance tab to view 150.00 advance associated with this business trip.

Step 16 **Click** Comments tab. Type the following note regarding business trip "Meeting in Shreveport to discuss new travel policy".

Step 17 **Click** Save. You are returned to the Travel Manager screen and message 'Trip 000000XX was saved' displays at bottom of screen.

Step 18	**Click** Results to view summary of business trip. When viewing a Results report you will need to scroll down to view entire report. We will print a results report in a future exercise.
Step 19	**Click** Back to return to Travel Manager.
Step 20	**Click** Approve to approve trip. Before approving a travel expense, verify agency procedures allow the same Travel Administrator to add and approve a travel expense.
Step 21	**Click** Settle to settle trip for payment. The 'Enter Settlement Period' pop-up should display. **Press Enter** or **Click** ✓. Before settling a travel expense, verify agency procedures allow the same Travel Administrator to add, approve and settle a travel expense.

To **create a travel expense** without an advance, **click** Create once the employee's list of trips display in Step 3 of the above walk through.

In the *Reimbursement Amount* field of the above TE in Travel Manager, a reimbursement of $374.16 is designated. However, the payment amount in the Simulation report and payment amount of the EFT to the employee will be $224.16. The system automatically calculates the difference between the expenses incurred and the advance or pre-paids.

Some optional fields may become required, depending upon which fields are being populated.

When you attach expenses to an advance you may need to change the region code. Requests for advances automatically default to LA6 Baton Rouge.

To determine cost distribution of the business trip in Travel Manager, click Cost Distribution in the Alternative Cost Assignment for Entire Trip, If Different to Master CA section. Cost distribution is determined by percentage.

To determine cost distribution of the business trip at the receipt level, highlight receipt and click Costs. Cost distribution can be determined by percentage or absolute at the receipt level.

Expenses are considered pre-paid, if the payment was issued to the vendor not the employee and made outside of ISIS Travel. You can capture pre-paid expenses using the pre-paid expense types. The employee will not be reimbursed for pre-paid expenses.

All text entered in the Comments tab or the Editor tab in the receipt additional pop-up window will display in the simulation or results report.

Do not forget when settling a trip, it is very important that you **DO NOT** change the settlement period. The settlement period is comprised of B1, Payroll Period, and Fiscal Year. Changing this will cause a delay or stop of payment.

You have been informed that the employee forgot to turn in a receipt for the above trip. The trip has already been paid. How would you make this change in ISIS Travel?

Did you say ‘Modify the trip in question by adding the new receipt’? If you did, you are correct. You can add a receipt even after a travel expense has been paid. You would then need to approve and settle the trip again. A payment in the amount of the new receipt will be issued to the employee after the next payment proposal runs.

Walk Through #2 – Save or Print a Simulation or Results Report

1. What is the trip number?

Save or Print a Results Report

Walk Through

Save or Print a Results Reports for a Travel Expense

From the Travel Admin Tab.

Step 1 **Click** on Travel Manager tab. The **Travel Manager** Screen will be displayed.

Step 2 **Enter** the Personnel ID from Walk Through # 1 in the *Personnel No* field (Personnel Number of Employee), and **press** enter.

Step 3 Highlight the Trip you would like to print a report for by **clicking** on the blank box next to the status button ☐, and then **Click**. Results. The results report should display.

Step 4 **Click** System.

Step 5 **Click** Print in the drop-down menu. The Print Screen List should display.

Step 6 **Enter** 'PDF' in the *Output Device* field. Delete any other characters from that field, and then press enter. 'Adobe Acrobat Generated Spool' should display next to the *Output Device* field.

Step 7 **Click** ▼ in the *Time of Print* field. Choose the 'Print Out Immediately' option. The Information pop-up window should display.

Step 8 **Click** ✓. The Print Screen List should display.

Step 9 **Click** ✓. The PDF of the report should display.

Step 10 At this point you can either Save the PDF to your computer by **clicking** 💾 or Print the PDF to your local printer by **clicking** 🖨 and then OK.

Step 11	**Click** ☒ to exit the PDF and return to your report.
Step 12	**Click** Back to return to Travel Manager.

You can Save or Print a report from the Travel Manger, Single Trip Entry, Weekly Entry, or Reports tab.

Walk Through #3 – Delete a Travel Expense

Using Travel Manager, delete the Travel Expense record entered in TE Walk Through #1. Travel Requests and Travel Expenses can only be deleted in Travel Manager.

1. What is the trip number for the trip that needs to be deleted?

Delete a Travel Expense

Walk Through

Delete a Travel Expense Record

From the Travel Admin Tab.

Step 1 **Click** on Travel Manager tab. The **Travel Manager** Screen will be displayed.

Step 2 **Enter** Personnel Number in the *Personnel No* field (Personnel Number of Employee), and **Press** Enter.

Step 3 Highlight Trip to be deleted by **clicking** on the blank box next to the status button ☐, and then **Click** Delete. Message "? **Do you want to delete trip 000000XX?**" displays.

Step 4 **Click** Yes to delete trip. Message "ℹ **The current version of trip XXXX was deleted**" displays.

Travel requests or expense can be deleted until the payment proposal runs. Once the payment proposal runs, the trip will go to a 'Transferred to FI' status.

Follow the above steps when deleting any type of trip from Travel Manager or Weekly Entry.

If a portion of the trip you are deleting was previously paid, only the reimbursement amount entered after the last payment proposal will be deleted.

To **cancel** a travel request you would click Cancel after highlighting the requested trip. You may need to process an **adjustment** upon receiving the refund check from the employee. Upon receiving the refund check from the employee, the Office of State Uniform Payroll will process an 'adjustment' to clear out cancellation in SAP. The agency will deposit employee check to balance sheet account 6117, Employee Travel Receivable/Payable, in AFS.

Walk Through #4 – Create Weekly Entry

Create an expense for an employee who travels routinely, using Weekly Entry. During the course of this employee's trip, a special meal was required.

Weekly Entry for a Routine Traveler

Walk Through

Add Weekly Entry with Special Meals

From the Travel Admin Tab.

Step 1 **Click** on Weekly Entry tab. The **Weekly Entry** Screen will be displayed.

Step 2 **Enter** Personnel Number in the *Personnel No* field (Personnel Number of Employee), and **press** enter. The Employee's list of trips should display

Step 3 **Click** Current Week to add a weekly travel expense. Weekly report screen should display. If you need to enter a weekly travel expense for the previous week, **click** Previous Week. If you need to enter a weekly travel expense for the next week, **click** Next Week. If you need to enter a weekly travel expense for a specific date, **enter** a date (mm/dd/ccyy) in Monday's date field and **press** enter.

Step 4	**Enter** ‘Work claims at satellite offices’ in the *Reason* field (reason for weekly travel).
Step 5	**Enter** ‘Desoto Parish’ in the *Destination* field (destination of weekly trip).
Step 6	**Enter** ‘Jones Claim’ in the *Reason* field under Monday. Monday is our first day of travel.
Step 7	**Enter** ‘Logansport’ in the *Day Dest.* field. Logansport is our first destination.
Step 8	**Enter** 288 in the Mls field (total miles driven for Monday). **Press** enter.
Step 9	To view list of Expense Types **click** ▲▼. **Scroll** to ‘Room Rate Non Conference’ Expense Type. **Click** in the field next to the expense type under the Monday column and **enter** 61.00. **Press** enter. Additional receipt information pop-up window displays.
Step 10	**Enter** additional information such as Region, Trip Type Enterprise, or comments in *Editor* tab if needed, and then **press** Enter or **click** ✓ .
Step 11	**Scroll** to ‘Special Meals’ Expense Type. **Click** in the field next to the expense type under the Monday column and **enter** 133.00. **Press** enter. Additional receipt information pop-up window displays.
Step 12	**Enter** ‘Discuss settlement of Jones claim’. in the *Business Purpose* field. This is a required field, a purpose must be entered.
Step 13	**Click** on *Editor* tab. **Overtype or delete** ‘‘Enter Participants Names and Titles’ and **add** ‘Bob Smith, Shirley Jones and R. E. LeDuff’. **Click** ✓ .
Step 14	**Enter** ‘Jones Claim’ in the *Reason* field under Tuesday.
Step 15	Enter ‘Baton Rouge’ in the *Day Dest.* field. We returned to Baton Rouge on Tuesday.
Step 16	Enter 241 in the Mls field (total miles driven for Tuesday).
Step 17	**Click** on [Save] to save travel expense. The list of weekly business trips for the employee and ℹ ‘Trip 000000XX was saved’ will display at the bottom of the screen. Be sure to **write down the trip number** assigned to the weekly travel expense.
Step 18	Select record to be approved by **Clicking** on the Number of the trip.

Step 19	**Click** on Approve to approve weekly travel expense if agency procedures allow the same Travel Administrator to add and approve a weekly travel expense.
Step 20	**Click** on Settle to settle weekly travel expense if agency procedures allow the same Travel Administrator to add, approve, and settle a weekly travel expense.

Do not use Weekly Entry the last week of June if the week ends in the new fiscal year. ISIS Travel uses the last day of the week to determine the trip ending date. For example if the beginning day of the week is June 26th and the ending day is July 2nd, the trip will be charged to the new fiscal year. When this scenario occurs, use **Travel Manager** to enter travel for this week.

You can **NOT** view Travel Expenses entered through Travel Manager in Weekly Entry. You can **NOT** view Weekly Entries in Travel Manager.

If the employee crosses the state line in the course of his routine travel, you will need to enter that state's region code for each expense type in the additional information pop-up window. **WARNING!!** The *Day Dest*. field will **default** to region LA, if no value is entered.

Do not forget that the Region, Trip Type Enterprise, and Expense Type determine which object the trip will be charged to.

To determine cost distribution of the business trip in Weekly Entry, click Cost Assignment Trip from the list of buttons in the header toolbar. Cost distribution is determined by percentage.

To determine cost distribution of the business trip at the receipt level, highlight the amount of the expense type field and click . Cost distribution can be determined by percentage or absolute at the receipt level.

Exercise

Exercise 1

You just received receipts totaling $861.78 from an employee for a conference he attended in Dallas, Texas. The employee paid for the airfare, mileage, lodging, lunch, and dinner expenses during the course of this trip. You paid the employee's registration fee directly to the vendor using AFS. Create a Travel Expense using Travel Manager. You will also need to Approve and Settle this trip.

General Trip Data	
Personnel Number	*See data sheet*
From	*See data sheet*
End	*See data sheet*
Reason	Conference
City	Dallas
Country	USA
Region	Dallas, Texas (TX1)

PD/FR Reimbursement	
Mi	36
TTyE	B

Receipts	
Airfare (commercial)	Delta - 378.62
Room Rate (conference)	Holiday Inn - 447.30
Lunch	5.50
Dinner	12.00
Registration Fees (Pre-Paid)	150.00

Exercise 1.1

The employee forgot to turn in a receipt for the trip in Exercise 1. The additional receipt is Registration Fees in the amount of $25.00. Process a change to this trip. You will need to Approve and Settle this trip.

General Trip Data	
Personnel Number	*See data sheet*

Receipts	
Registration Fees	25.00

Additional Information	
Region	Dallas, Texas (TX1)

Exercise 2

An employee who travels routinely turned in their receipts totaling $19.82. The employee traveled within Baton Rouge using their own personal vehicle to meet with welfare clients. Create an expense in weekly entry. You will need to Approve and Settle this trip.

Weekly Trip Data	
Personnel Number	*See data sheet*
Reason	Check on Welfare Claims
Destin.	Baton Rouge
Date (Monday)	*See data sheet*
Reason (Monday)	Emp Claim
Day Destin. (Monday)	Ralph Drive
Number Mls (Monday)	21
Parking (Monday)	3.50
Date (Tuesday)	*See data sheet*
Reason (Tuesday)	Emp. Claim
Day Destin. (Tuesday)	Debbie Drive
Number Mls (Tuesday)	11

Is Monday’s total correct? What about Tuesday’s?

Exercise 3

Delete the weekly entry you just created in Weekly Entry.

REVIEW

- Use Travel Manager to create a travel expense or attach an expense to an advance.
- Use Weekly Entry to add all routine business trips.
- Approve and Settle a trip before a payment can be issued.
- If an Employee receives a payroll check, the employee or Employee Administrator will need to set up a bank account to receive the travel payment on Infotype 0009, subtype 2 (Travel Expenses).

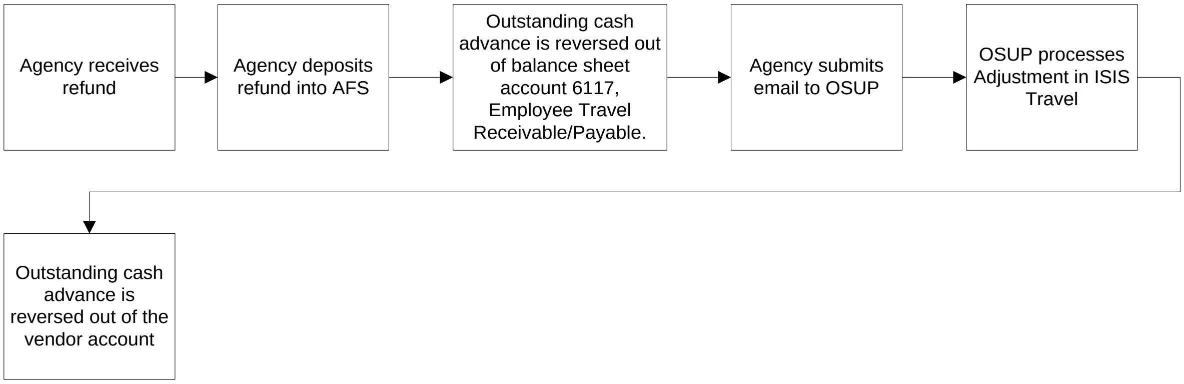
This page intentionally left blank.

Section 6 Travel Adjustment

Introduction to Travel Adjustments

Occasionally a business trip may be **cancelled** or an employee may write a personal check to **refund** money owed the State. When this occurs a Travel Adjustment will need to be processed to clear out the vendor account in ISIS Travel. The refund check will need to be deposited into AFS in balance sheet account 6117, Employee Travel Receivable/Payable. This will clear out the outstanding vendor balance in AFS.

TRAVEL ADJUSTMENT PROCESS


Agency receives refund
Agency deposits refund into AFS
Outstanding cash advance is reversed out of balance sheet account 6117, Employee Travel Receivable/Payable.
Agency submits email to OSUP
OSUP processes Adjustment in ISIS Travel
Outstanding cash advance is reversed out of the vendor account

If a trip is **cancelled** after an advance or expenses have been paid to the employee, the agency will need to cancel the trip in ISIS Travel and allow a payment proposal to run before the Office of State Uniform Payroll (OSUP) can process an adjustment.

ISIS Travel **automatically recoups** any outstanding vendor balance from future payments being made to the employee. Until the outstanding vendor balance has been fully recouped, a payment will not be issued to the employee.

There are **several ways** to recoup an outstanding vendor balance, however to keep ISIS Travel from automatically recouping future travel payments, it is an OSUP policy to have the employee write a personal check to cover the outstanding vendor balance.

If an adjustment to the **vendor balance** is needed, the agency will need to deposit the refund check into AFS to reverse the outstanding cash advance out of balance sheet account 6117, Employee Travel Receivable/Payable.

The Office of State Uniform Payroll (OSUP) needs to be notified via email upon receipt of a travel refund check. Please contact the Office of State Uniform Payroll regarding their policy on what needs to be included in the email.

Upon receiving the email, OSUP will process an Adjustment in ISIS Travel.

Agency steps to process an Adjustment.

Step 1 **Receive** refund check from employee or vendor.

Step 2 **Deposit** refund into AFS in balance sheet account 6117, Employee Travel Receivable/Payable. This will clear out the outstanding vendor balance in AFS.

Step 3 **Notify** OSUP via email of refund at **_DOA-OSUP-BFA@LA.GOV.**

Step 4 **Receive** notification from OSUP that adjustment has been processed in ISIS Travel.

REVIEW

- Enter refund check into AFS.
- Email OSUP upon receiving refund check from employee.
- ISIS Travel will automatically deduct the employees next travel payment if a check is not received/deposited using this process.

Section 7 Travel Reports

Introduction to Travel Reports

There are many useful reports in **ISIS Travel** that you can use to gather information about a traveler, trip and/or other actions or processes.

- The **Cash Advances Outstanding** will list all employees with outstanding cash advances.
- **Cost Assignment for Trip** and **Cost Assignment w/o General Data** will aid the user in quickly verifying pay information.
- **Cost Center Substitution** lists all travel expenditures charged to substitute cost centers during payment processing.
- The **Employee Master Data** or **Travel Privileges** can be run to verify the information stored on the employee.
- **Employee Payment Analysis** can be run to obtain employee bank detail records.
- The **Employees Exceeding Trip Days** can be use to determine which employees have exceeded trip days.
- **Expenditure Balancing** and **Expenditure Balancing for FY06 Only** can be used to balance to AFS.
- The **General Trip Data/Ttls/Rcpts/Costs** and **General Trip Data/Trip Totals** can be used to verify information.
- **Find Docs Using Max Rate** can be used to verify receipts against travel limits.
- The **Mileage report** can be used to determine total mileage for a personnel area or a traveler.
- **Settlement** can be used to determine how much money will be advanced/reimbursed to travelers during the next payment proposal.
- **Special Meals** will list all trips having special meals.
- **Travel Authorization** can be used to determine which employees will be authorized to travel in the upcoming year. A ‘Yes’ and ‘No’ column has been added for the Travel Administrator’s convenience.
- The **Trip Receipts** and **Trip Rcps w/o General Trips Data** can be used to verify travel expenses.
- **Travel Exp Rptg by Periods** gives a statistical overview of trip costs for a given evaluation period.

- **Vendor Balances** can be used to determine which employee has an outstanding debit or credit balance.
- **Who is Where? Search for Dest.** can be used to view trips by location for a traveler or group of travelers.

Running a Travel Report

Walk Through

Executing Employee Master Data Report

From the Travel Admin Tab.

Step 1 **Click** Reports tab. A list of all the ISIS Travel Reports will display in the Detailed Navigation Screen.

Step 2 **Click** Employee Master Data report. The report screen will display.

Step 3 **Enter** *Date From* and *Date To* in the Date Range Section of the report. 07/01/20xx is the valid date format (mm/dd/ccyy). To change the Date From or Date To dates either **click** ❐ to display calendar, or **type** in valid date.

Step 4 **Enter** *Personnel Area* in the Selection Criteria Area of the report. The Personnel Area is four-digits in length and consists of a zero + your three-digit agency number. **Click** ❐ to display a list of personnel areas, or type in a *single personnel area*. You can also choose a *range of personnel areas* by entering a valid value in the from and to boxes. To choose *multiple single agencies* type in a valid personnel area in the first box then **click** ⇨, the Multiple Selection for Personnel Area window will display. The ● ● 1Sngl Value tab should be highlighted and the personnel area from the Selection Criteria Area listed in the first personnel agency box.

Type each personnel area needed in the preceding boxes. **Click** ✓ to return to the Selection Criteria Area of the report.

Step 5 **Click** Execute to generate report. The Employee Master Data report will return with the requested data.

If a value is not entered in all the required fields, the following message will display '❗ Make an entry in all required fields'. Each ISIS Travel report has a *different set* of required fields.

Security will **ONLY** allow you to pull your personnel areas.

Formatting a report in ISIS Travel

You can **format** a report in ISIS Travel several different ways.

- To enlarge or decrease the size of a column, **place** the cursor over the vertical column break in the column header until you receive ↔, then **drag** the column left or right.
- To sort the data in a report, **click** on Sort in Ascending Order or Sort in Descending Order. You can then choose which fields to sort the report.
- To filter data in a report, **click** on Set Filter.
- To insert sums, **click** on Total or Subtotals....

To Print a report using ISIS Travel:

Within the desired report.

Step 1	**Click** System. A dropdown menu will display
Step 2	**Click** *Print*. The Print ALV List displays
Step 3	**Enter** '*PDF'* in the Output Device field. You may need to delete Local Windows Printer from this field first.
Step 4	**Click** ▼ in the *Time of Print* field. Choose the 'Print Out Immediately' option. The Information pop-up window should display.
Step 5	**Click** ✓. The Print Screen List should display.
Step 6	**Click** ✓. The PDF of the report should display.
Step 7	At this point you can either Save the PDF to your computer by **clicking** 💾 or Print the PDF to your local printer by **clicking** 🖨 and then OK.
Step 8	**Click** ✕ to exit the PDF and return to your report.

To submit data to an Excel spreadsheet:

Within the desired report.

Step 1 **Click** Local File... . The Save List in File window displays.

Step 2 **Click** ○ Spreadsheet.

Step 3 **Click** ✓. Message 'Please wait. You will be forwarded automatically. This page is included for technical reasons.' will display, followed by the Warning – Security window.

Step 4 Another Warning – Security window may display. Click Run or Yes. The Employee Master Data Report window displays.

Step 5 **Enter** *Directory Name*. If you do not know the directory name, **click** ❐ to browse directories. To choose the directory you would then **double-click** on the directory name.

Step 7 **Enter** *File Name*. Make certain the file extension remains '.xls' for Excel.

Step 8 **Click** Generate. Message 'ℹ XXXX bytes transmitted, code page XXXX' will display.

Step 9 **Open** Excel and retrieve document. The Text Import Wizard window will display. You can format column sizes, etc. or continue to **click** Next >, then **click** Finish to view spreadsheet data.

Variants

You can create a variant(s) within a report. A variant is a stored Selection Criteria for a report. For example, you can create a variant to pull information on a particular personnel area or a range of personnel areas. **Security will ONLY allow you to pull information for your personnel areas.** If you choose a 'specific' date and save as variant, that date will always appear. Save variant as today's date to avoid date issue.

To create a variant:

Within the desired report.

Step 1 **Enter** selection criteria for report.

Step 2 **Click** Save as Variant... to save selection criteria entered. The ABAP Save as Variant screen displays.

Step 3 **Enter** a name in the *Variant Name* field

Step 4 **Enter** a description in the *Meaning* field.

Step 5 **Click** Save. Message "Variant……….saved" displays.

To run a report using a variant:

Within the desired report.

Step 1 **Click** Get Variant... . A drop-down menu of the variants you created for this report should display.

Step 2 **Double-Click** on desired variant name. The requested report screen should display.

Step 3 **Click** Execute. Data for the selected report criteria should display.

Display Variant

You can create a display variant(s) for a report. A display variant is a stored report format. For example you can create a display variant to always format the requested report the same way.

To create a display variant:

After executing the desired report.

Step 1 **Click** More◢**.** A list of functions will display.

Step 2 **Click** ‘Save Layout…’. The Save Layout window displays.

Step 3 **Enter** a name in the *Save Layout* field after the / symbol.

Step 4 **Enter** a description in the *Name* field.

Step 5 **Click** ✓ save display variant. Message “Layout saved” displays.

To run a report using a display variant:

After entering values in the required fields.

Step 1 **Click** ❐ in the Select Display Variant area to display a list of valid display variants. A drop-down menu of the variants you created for this report should display. Or **type** in a valid Display Variant Name.

Step 2 **Double-Click** on desired variant name.

Step 3 **Click** Execute. Data for the selected report criteria should display.

OR

Once report data has been retrieved.

Step 1 **Click** More◢**.** A list of functions will display.

Step 2 **Click** ‘Select Layout…’. A drop-down menu of the display variants you created for this report should display.

Step 3 **Double-Click** on desired variant name. Message “Layout applied” displays.

REVIEW

- The Settlement report can be used to determine how much money will be advanced/reimbursed to travelers during the next payment proposal.
- You can run a report using a variant.

Wrap-Up

Your Objectives:

- Review the information you have learned today
- Ask any remaining questions.
- Complete the course evaluation.

Summary

- Utilize Travel Privileges Infotype 0017 to create and maintain travel data for employee.
- ISIS Travel is used to reimburse employees travel expenses and issue travel advances.

This page intentionally left blank.

For more information contact:

Should you have any additional system related questions about ISIS Travel, contact:

ISIS Travel Help Desk

Telephone Number: (225) 342-2677.

OR

Enter a Web ticket at: http://www.doa.louisiana.gov/ois/LaGov/Travel.htm

For more information visit the Office of Information Services website at http://www.doa.louisiana.gov/ois/index.htm

This page intentionally left blank.

General Ledger Mapping to Travel Data

Region:	**Louisiana (LA-LA10)**				**Not Louisiana**			
Trip type:	Not Conf/Conv/Ath/IT	Conf/Conv/Ath	Training - IT	Grts/Projs OC	Not Conf/Conv/Ath/IT	Conf/Conv/Ath	Training - IT	Grts/Projs OC
Expense type:	All Expense types				All Expense types			
Travel Privileges (IT0017)								
EE Grp Expense Type								
Administrative	**2500**	**2510**	**2550**	**3700**	**2600**	**2610**	**2650**	**3710**
Field Travel	**2520**	**2510**	**2550**	**3700**	**2620**	**2610**	**2650**	**3710**
Board Members	**2530**	**2510**	**2550**	**3700**	**2630**	**2610**	**2650**	**3710**
Other Charges	**3700**	**3700**	**3700**	**3700**	**3710**	**3710**	**3710**	**3710**
Aux Programs	**5230**	**5230**	**5230**	**3700**	**5240**	**5240**	**5240**	**3710**

TRIP TYPE
ALL OTHER TRAVEL
ATHLETICS
CONFERENCES
CONVENTIONS
GRANTS/PROJECTS OC
FIELD TRAVEL
MARKETING
MEETINGS
TRADE SHOWS
TRAINING - IT
TRAINING - NON IT

2500	**In-State Travel Administrative**	
2510	**In-State Travel Conferences, Conventions and Athletics**	
2520	**In-State Travel Field Travel**	
2530	**In-State Travel - Board Members**	
2540	**In-State Travel - Meal Reimbursement**	**Not used in ISIS Travel**
2550	**In-State IT Travel/Training**	
2600	**Out-Of State Travel Administrative**	
2610	**Out-Of State Travel Conferences, Conventions & Athletics**	
2620	**Out-Of State Travel Field Travel**	
2630	**Out-Of State Travel - Board Members**	
2650	**Out-Of State IT Travel/Training**	
2680	**Travel - Central Business Account**	**Not used in ISIS Travel**
2690	**Travel Clearing**	**Not used in ISIS Travel**
3470	**Other Professional Services - Travel**	**Not used in ISIS Travel**
3471	**Professional Services - Travel**	**Not used in ISIS Travel**
3700	**Other Charges - Travel In-State**	
3710	**Other Charges - Travel Out-of-State**	
3735	**Other Charges - Professional Services Travel**	**Not used in ISIS Travel**
5230	**Aux Programs - Travel In-State**	
5240	**Aux Programs - Travel Out-of-State**	
6116	**Employee Travel Advances**	
6117	**Employee Travel Receivable/Payable**	

This page intentionally left blank.

Glossary for Travel Administrators

Adjustment	Clears out the vendor account in ISIS Travel.
Advance	Money given to pre-pay costs for a business trip prior to the actual trip being taken. If the entire advance is not used in a trip, than money will be deducted from future business trip expenses or recouped upon receipt of a check from the employee.
Approve	This function is used to show that a business trip has been audited and approved. The approval of all business trips should take place centrally.
Business Area	A three-digit numeric code that is centrally defined and identifies state entities. An agency may be further divided into organizations.
Company Code	Used to distinguish between personnel areas that are paid and non-paid. Personnel areas that are paid are those whose employees will be paid via ISIS HR. Personnel areas that are non-paid are those whose employees are paid via external payroll systems.
Cost Assignment	Costs are assigned according to this entry.
Cost Center	A seven-digit numeric code this is comprised of your three-digit agency number and four-digit organization. Used to determine where an employee is assigned.

Delimit	Setting an end date for information in ISIS HR for objects that have been created. In ISIS HR, information should never be deleted to ensure that historical records are saved in the system. Instead of being deleted, individual records for an object or all records for an object are given an end validity date (delimit date). For example, if the State Civil Service abolishes a position, then all records for this object would be delimited in ISIS HR.
EE Group Exp Type	An employee grouping for trip expense type is a classification of employees for whom these trip expense types are permissible.
EE Grp Travel Mgt	An employee grouping for Business Travel Management is a classification of employees designed to define their travel. There are three types of grouping: Regular, Regular (Actual), and Routine.
Expense Type	A type of expense associated with a business trip.
Gaining Agency	Personnel area (four-digits) that employee will now be employed by after transfer.
Infotype	Contains a group of related data displayed on a single screen. Information within an infotype is stored as a single record in ISIS HR. Infotypes are given unique names and identified by a four-digit code. To determine the four digit code, navigate to the infotype and follow the menu path Help >> Application help.

Losing Agency	Personnel area (four digits) that employee is leaving.
Master Data	Relatively permanent data in ISIS HR, such as a personnel number or an employee's name. This data is grouped in infotypes and organized according to the ISIS HR structures.
Outstanding Cash Advance	Advanced amount employee owes the State of Louisiana.
Personnel Area	In ISIS HR, this is an agency identified in the Financial System (AFS). A personnel area is the agency number to which salaries and related benefits will be charged for those employees paid through ISIS HR. Examples of agencies include 0107 – Division of Administration, 0330 – Office of Mental Health, and 0560 – State Civil Services. Each personnel area is sub-divided into personnel sub areas.
Save	This function is used to save data in the database. Before saving the data, ISIS Travel performs consistency checks. If an error occurs, the data is not saved, but displayed for correction.
Single Trip Entry	Screen where all requests for advances are entered, saved, and approved. Lists all travel requests and travel expenses for an employee.
Settle	A procedure in which payment request data is generated and sent to AFS for payment in the payment proposal. A business trip must be settled before a payment can be issued.

Travel Manager	Lists all regular travel requests and travel expenses for an employee. This screen is used to approve and settle all travel requests and enter, save, approve, and settle all regular travel expenses.
Travel Privileges	Employee relevant parameters for travel expense settlement.
Variant	Stored Selections Criteria for a report.